



VACANCY NOTICE

TITLE: Coordinator of Special Program Finances

LOCATION: BOCES Wide

REPORTS: Director of Special Education

TERMS: Full-time, 12 months

QUALIFICATIONS: Masters degree in accounting, business, special education, school or public administration and three years of business administration experience in the compilation and maintenance of financial accounts in school or special education programming or finance; OR
Bachelor's degree in accounting, business, special education, school or public administration and five years of business administration experience or experience in the compilation and maintenance of financial accounts in school or special education programming or finance.

RESPONSIBILITIES/DUTIES: Selected candidate will provide leadership in managing and implementing a comprehensive special education tracking system for school districts; Liaison between school districts, SED and other state and federal agencies; Assures compliance with state and federal regulations, provides technical assistance for state reporting to school district business officials and CSE offices; Participates in budget preparation, fiscal administration, staff development and coordination, and supervision of department staff; responsible for planning, organizing, facilitating, and implementing a special education tracking program for component districts. Coordinator will oversee the Medicaid reimbursement service.

SALARY/BENEFITS: Competitive pay and benefits based on the BOCES Administrators Association (BAA) contract.

STARTING DATE: August 8, 2022

TO APPLY: Send cover letter, resume, Delaware County civil service application and DCMO BOCES application.
Applications reviewed as received.

DCMO BOCES Application found at:
<http://www.dcmoboces.com/application>

Delaware County civil service application found at:
http://www.co.delaware.ny.us/departments/pers/docs/employee_docs/DC%20Application%2020191121%20savable.pdf

Apply online:
www.OLASjobs.org
-or-
<https://dcmo.mightyrecruiter.com>

By mail:
Human Resources Department
Delaware-Chenango-Madison-Otsego BOCES
6678 County Road 32
Norwich, NY 13815-3554

DCMO BOCES does not discriminate based on actual or perceived race, color, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, weight, predisposing genetic characteristic, domestic violence victim status, or any other basis prohibited by New York State and/or federal non-discrimination laws.